

# **SOUTH WEBER CITY COUNCIL WORK MEETING**

**DATE OF MEETING:** 13 January 2015

**TIME COMMENCED:** 5:33 p.m.

**PRESENT: MAYOR:**

**Tammy Long**

**COUNCILMEMBERS:**

**Scott Casas  
Randy Hilton  
Michael Poff  
Marlene Poore  
David Thomas**

**CITY MANAGER:**

**Duncan Murray**

**CITY RECORDER:**

**Tom Smith**

**Transcriber:** Minutes transcribed by Michelle Clark

**VISITORS:** Jan Ukena, Bryan Saxton.

**Consent Agenda:** Mayor suggested tabling the consent agenda until the next meeting.

**Presentation of the Annual Financial Audit Report by Tim Rees (and motion to approve by Council):** Duncan Murray, City Manager, reported that the audit committee met last week. Council Member Hilton and Poore serve on this committee from the City Council. Duncan said Tim Rees and the auditor are not quite ready to make a presentation tonight. There is only one minor finding, because of limited staff last year, there needs to be a transfer of money from the general fund balance into capital improvement fund. Duncan said we had a good financial year, but we do need to shift some money. Duncan said there were no major findings. He would suggest a procedural motion to have Tim Rees and the auditor attend next week's work meeting or two weeks from now. It was decided to have them attend the work meeting on January 20, 2015.

**Resolution 15-01: Amendment to the City's Subdivision Planning and Development Fee Schedule:** Duncan explained the purpose of this resolution is to improve the city's ability to collect more money up front from developers. This will help cover incidents when developers loose interest. Council Member Casas asked what other cities are doing. Duncan said some cities bill fee up front and some wait. He said there have been a few subdivisions where the City has had to play the "collection agency". Council Member Thomas asked where the numbers are coming from. Duncan said the numbers recommended for change include the City Engineer fee plus a small cost for publishing of public hearings. The meeting cost of \$150 will be amended to \$200. He said it is also more precise on City Engineering hours. He said the main thing is when you are charging fees you have to show that you aren't making a profit. Council Member Casas asked about how an escrow fee works. Duncan explained escrow fees for subdivisions and home builders.

**Presentation by Nick Jarvis with the Utah League of Cities and Towns, and action on: Resolution 15-02: In Support of Transportation funding for the Utah Transportation Coalition:** Duncan explained that this resolution is in support of transportation funding for the Utah Transportation Coalition.

**Resolution 14-29: to amend the City Manager Employment Agreement:** Duncan said this item was discussed in a meeting in December 2014.

**Check Register for Dec. 1-15, 2014:** There was no discussion on this item.

**November 2014 Budget to Actual:** Duncan said the idea for this item is to make sure reconciliation is taking place.

**Procurement Policy:** Duncan said he will explain the city's procurement policy in the regular meeting.

**2015 SWC Goals:** Duncan recommended tabling this item.

**On-Call Response Protocol:** Duncan explained an on-call response protocol is necessary for the City Council.

**Restructuring of Front Office:**

Duncan explained that he will be restructuring the front office. He said both part time receptionist needed more hours and benefits. He said he would like to hire one of those receptionist full-time. He said this position is turning into more of an administrative assistant position.

**Mileage Reimbursement:** Tom will be presenting information in the regular meeting concerning mileage reimbursement.

Adjourned at 6:00 p.m.

**APPROVED:** \_\_\_\_\_ **Date**  
**Mayor: Tammy Long**

\_\_\_\_\_  
**Transcriber: Michelle Clark**

**Attest:** \_\_\_\_\_  
**City Recorder: Tom Smith**

